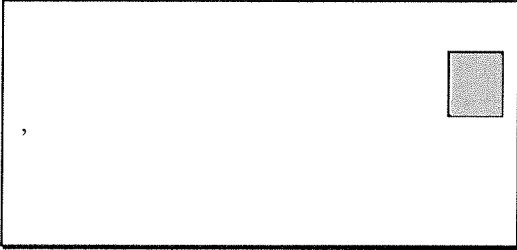


**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To



Employee Name	WAGNER, JOHN
Expense Dates	12/02/09-12/10/09
Total Expense Amount	260.83
Amount Due Employee	260.83
Form ID	TEA000561428

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	12/10	Lodging	161.83	
2)	12/10	Parking, Auto	57.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

Nancy Lee

Travel & Expense Account Summary

Employee Name JOHN WAGNER
Expense Dates 12/02/09-12/10/09
Report Name 6010 - SF - Dec 2009

Request Total \$ 260.83
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 260.83

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	CWLA	12.00
Regular Travel	San Francisco	248.83

NOTE: (d)=Direct Charge

DATE	Wed Dec 9	Thu Dec 10								TOTAL
Dinner	18.00									18.00
Lodging		161.83								161.83
Breakfast		6.00								6.00
Parking, Auto		57.00								57.00
Incidentals		6.00								6.00
TOTALS \$	18.00	230.83								248.83

DATE	Wed Dec 2									TOTAL
Parking, Auto	6.00									6.00
Breakfast	6.00									6.00
TOTALS \$	12.00									12.00

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	CWLA	12/02/09	Parking, Auto	6.00	Cash
Regular Travel	CWLA	12/02/09	Breakfast	6.00	Cash
Regular Travel	San Francisco	12/09/09	Dinner	18.00	Cash
Regular Travel	San Francisco	12/10/09	Lodging	161.83	Cash
Regular Travel	San Francisco	12/10/09	Breakfast	6.00	Cash
Regular Travel	San Francisco	12/10/09	Parking, Auto	57.00	Cash
Regular Travel	San Francisco	12/10/09	Incidentals	6.00	Cash

**Travel & Expense Account
Summary & Detail**

Comments

Subject	Comment
Breakfast on 12/10/09 for 6.00	Lunch was provided at the conference.
Lodging on 12/10/09 for 6.00	EE meant to claim it on 12/09/09. CT
Parking, Auto on 12/10/09 for 57.00	EE meant to claim it on 12/09/09. CT